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ODP-81-1232  
16 September 1981

MEMORANDUM FOR: OSO ADP Control Officer

FROM :   
Policy and Plans Group, ODP

SUBJECT : Excess ADP Equipment

1. The attached Property Turn-In Document (Form 1707) lists ADP equipment excess to an office's needs. If your component has a requirement for any of the equipment, please forward a Speed Letter to ODP Management Staff, Attn:  Room 2D0105, Headquarters by 30 September 1981. The Speed Letter should include the following information from the Form 1707:

Turn-In No. (Document Control No.);  
Item No.;  
Nomenclature; and  
A statement of the requirement.

2. Any technical questions about the equipment should be addressed directly to the contact named on the form. If you have any questions concerning the reassignment of this equipment, please feel free to call me on

Att: Form 1707; No.: 6062-81252-199 (all items)

ODP/MS/SS:jal() (16sep81)(excess-adp) js's disk

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ODP 81-1119  
31 AUG 1981

MEMORANDUM FOR: Director of SIGINT Operations

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Rotational Assignment -  
Mr. [REDACTED]

1. The Office of Data Processing is pleased to endorse  
OSO's oral request to assign Mr. [REDACTED] to the newly  
established Software Engineer position within DDS&T/OSO.

2. The Official Personnel File and an ODP Assignment  
Agreement for Mr. [REDACTED] are attached for review. Upon comple-  
tion of your review, please indicate your concurrence by endorsing  
the Assignment Agreement and return, along with a completed Request  
for Personnel Action (Form 1152) for ODP concurrence.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachments: a/s

Distribution:

Orig & 1 - Addressee  
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Admin/[REDACTED] bfl/08/25/81